

Program A: Administration

Program Authorization: R.S.49: 991-999

Program Description

The mission of the Administration Program is to provide a neutral forum for handling administrative hearings for certain state agencies, with respect for the dignity of individuals and their due process rights.

The goals of the Administration Program are:

1. To provide due process to the citizens of the state and to the executive branch agencies, through fair hearings conducted by independent and impartial administrative law judges.
2. To maintain the independence and integrity of the Division of Administrative law and protect the role of the administrative law judge as an impartial hearing officer.
3. To continue to develop a more efficient and fair hearing and decision process.

The Division of Administrative Law (DAL) handles and conducts adjudications for executive branch agencies and issues final decisions in those cases.

The DAL began October 1, 1996, as Louisiana's first centralized administrative hearings division. The division's caseload is still being determined, as agencies continue to forward new cases, new agencies and/or new programs begin enforcement actions that lead to administrative hearings, and judicial challenges to agencies' non-transfer of their adjudications to DAL are resolved. The numbers and types of cases that the DAL is likely to receive as a result of new laws and rules enforced by other agencies are not determinable in advance and could fluctuate greatly. Legislative changes to the DAL's statutory list of included or exempted agencies can occur. Litigation among agencies and respondent persons, contesting the DAL's jurisdiction to conduct particular types of hearings, is expected to continue. These external factors are largely outside the DAL's control and can affect attainment of the DAL's objectives.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$400,884	\$106,198	\$106,198	\$141,729	\$0	(\$106,198)
STATE GENERAL FUND BY:						
Interagency Transfers	1,466,398	1,902,572	1,918,808	1,953,377	2,181,073	262,265
Fees & Self-gen. Revenues	15,015	22,500	22,500	22,500	28,000	5,500
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$1,882,297	\$2,031,270	\$2,047,506	\$2,117,606	\$2,209,073	\$161,567
EXPENDITURES & REQUEST:						
Salaries	\$1,178,375	\$1,250,786	\$1,250,786	\$1,287,387	\$1,278,695	\$27,909
Other Compensation	16,233	50,886	28,564	28,564	28,564	0
Related Benefits	217,189	221,574	243,896	283,430	277,098	33,202
Total Operating Expenses	375,541	478,434	502,580	501,012	485,204	(17,376)
Professional Services	3,023	19,500	5,000	5,000	5,000	0
Total Other Charges	6,861	4,820	4,820	9,424	108,784	103,964
Total Acq. & Major Repairs	85,075	5,270	11,860	2,789	25,728	13,868
TOTAL EXPENDITURES AND REQUEST	\$1,882,297	\$2,031,270	\$2,047,506	\$2,117,606	\$2,209,073	\$161,567
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	28	29	29	29	29	0
Unclassified	1	1	1	1	1	0
TOTAL	29	30	30	30	30	0

SOURCE OF FUNDING

This program is funded with Interagency Transfers, and Fees and Self-generated Revenues. The Interagency Transfers are from various state agencies for which the Division of Administrative Law conducts administrative hearings. The Fees and Self-generated Revenues are derived from the sale of transcripts.

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$106,198	\$2,031,270	30	ACT 12 FISCAL YEAR 2001-2002
			BA-7 TRANSACTIONS:
\$0	\$16,236	0	This BA-7 allowed Division of Administration - State Civil Service to carry forward \$16,236 in Interagency Transfers (IAT) for acquisitions that were not delivered prior to July 1, 2001.
\$106,198	\$2,047,506	30	EXISTING OPERATING BUDGET - December 20, 2001
\$0	\$25,552	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$0	\$16,338	0	Classified State Employees Merit Increases for FY 2002-2003
\$0	\$158	0	Risk Management Adjustment
\$0	\$5,578	0	Acquisitions & Major Repairs
\$0	(\$5,270)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$16,236)	0	Non-Recurring Carry Forwards
\$0	\$463	0	Maintenance of State-Owned Buildings
\$0	\$51,030	0	Salary Base Adjustment
\$0	(\$60,978)	0	Attrition Adjustment
\$0	(\$27,909)	0	Salary Funding from Other Line Items
\$0	\$17,368	0	Group Insurance Adjustment
\$0	\$39,850	0	Funding to consolidate Monroe office with Shreveport office for Division of Administrative Law
\$0	\$5,500	0	Funding for transcription fees for Division of Administrative Law
\$0	\$4,220	0	Funding for transfer of field office expensed from DPS to DAL
\$0	\$54,000	0	OIT recommended IT costs for Division of Administrative Law which includes T-1 internet connections in all of the field offices (Lafayette, Monroe, Shreveport)
\$0	\$18,543	0	Funding for Capitol Park security costs
\$0	\$18,000	0	Funding for IAT from Department of Social Services (DSS) which will be used to handle hearings when DSS suspends licenses for non-compliance with child support or medical support.
(\$106,198)	\$0	0	Net Means Of Financing Substitutions - Replace \$50,893 in State General Fund with Interagency Transfer to appropriate charged agencies for the services rendered by Division of Administrative Law
\$0	\$15,360	0	Funding from Department of Public Safety for hearings
\$0	\$2,209,073	30	TOTAL RECOMMENDED

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$2,209,073	30	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$2,209,073	30	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$5,000 Interpreting services - TBA

\$5,000 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$10,500 Interagency Transfer from Department of Social Services for hearings
\$15,360 Interagency Transfer from Department of Public Safety for hearings

\$25,860 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$4,862 Civil Service Fees
\$828 Comprehensive Public Training Program Fees
\$4,141 Risk Management Fees
\$463 Maintenance of State-Owned Buildings
\$52,483 Office of Telecommunications Management Fees
\$1,604 Transfer of field office expenses from DPS to DAL
\$18,543 Capital Park Security costs

\$82,924 SUB-TOTAL INTERAGENCY TRANSFERS

\$108,784 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$5,578	2 notebook computers
\$20,150	Acquisitions needed once Monroe Office is consolidated with Shreveport Office
\$25,728	TOTAL ACQUISITIONS AND MAJOR REPAIRS